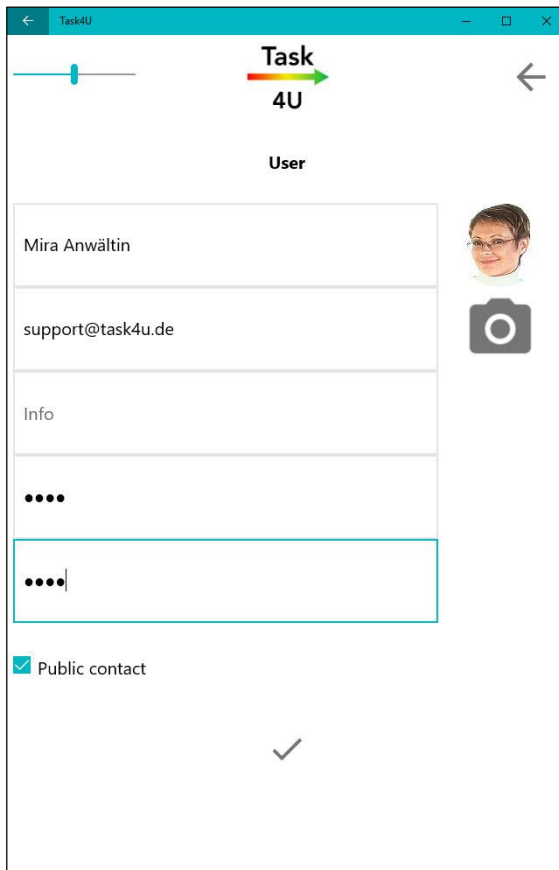


# Task4U – Quick guide



## Task4U - Create user

After download and installation start Task4U. Accept the terms of use and click on ✓ to login. If you are logging in for the first time, create a new user account.

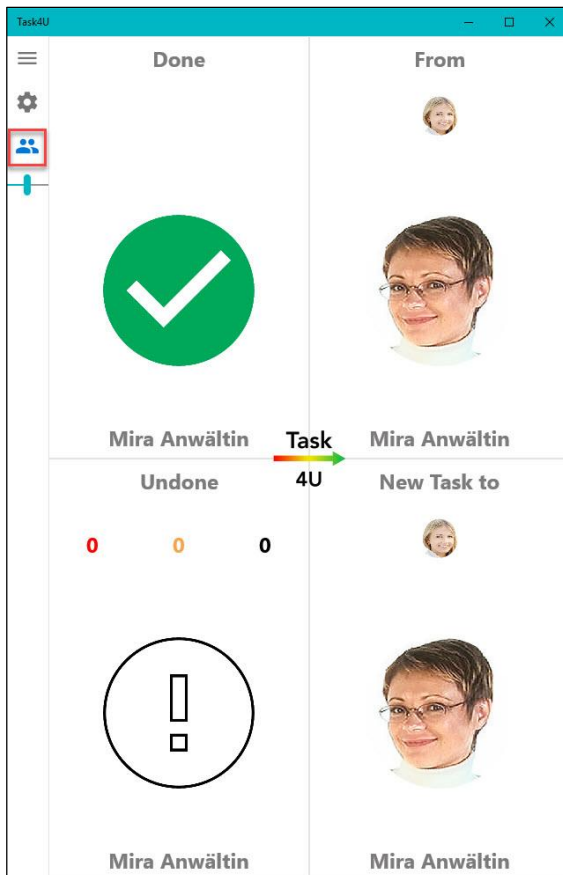
Enter your name and e-mail address, which you will use for sending tasks to contacts. A photo upload is optional. Here you have the possibility to either take a photo with the camera (camera icon) or use an already saved photo (picture icon) from your device.

Information such as company status or profession are optional and only visible to you.

Assign a password.

Press ✓ to confirm.

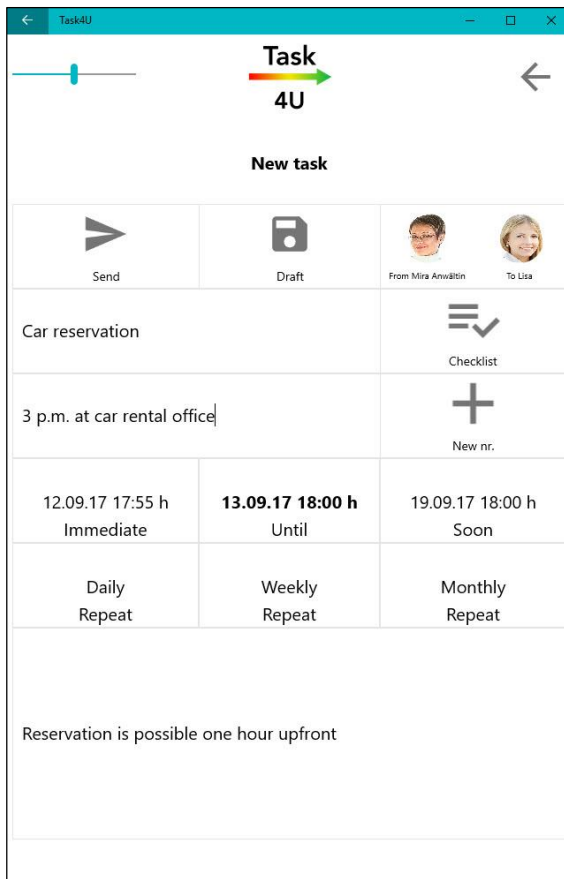
After activating the account by email, the registration is now completed.



Selecting the "Contacts" icon in the main menu (left side) will take you to the Contacts administration area.

Here you can add new contacts using "+".

Please enter an active e-mail address of your contacts in order to receive your tasks at any time.



## Task4U - Create tasks

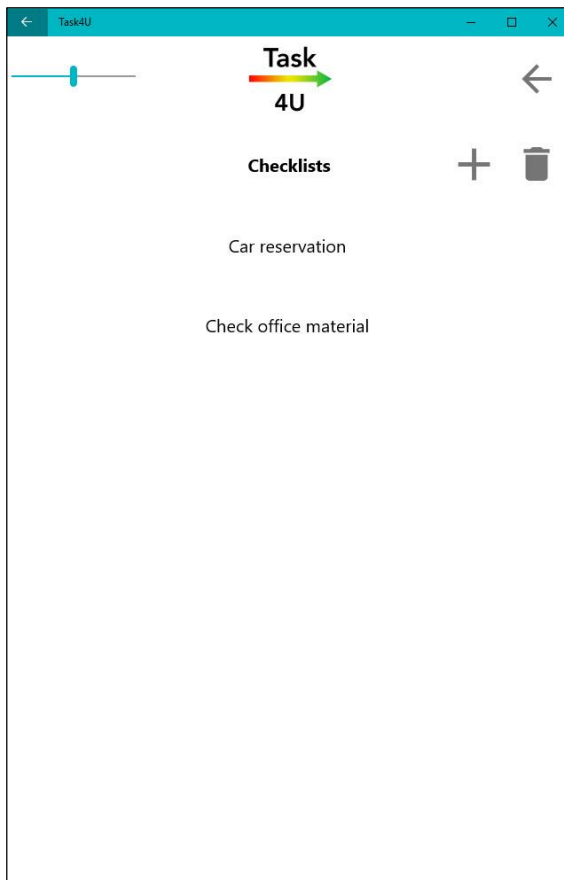
Whether on PC, smartphone or tablet, create tasks quickly and easily.

Assign a new task to one of your contacts and select the urgency or the due date for it. Use "Fast" or "Soon" buttons for a quick selection of task settlement urgency. ("Fast" means within the next 2 hours, "Soon" means within 1 week).

Click "Send" or "Save draft" to complete the task processing.

After saving or sending your task, you can return to its details by opening the task in the context menu. Editing of tasks is possible as long as it is still open.

If you want to delete the task, use the "Back" button (arrow at the top right) and return to the main overview.



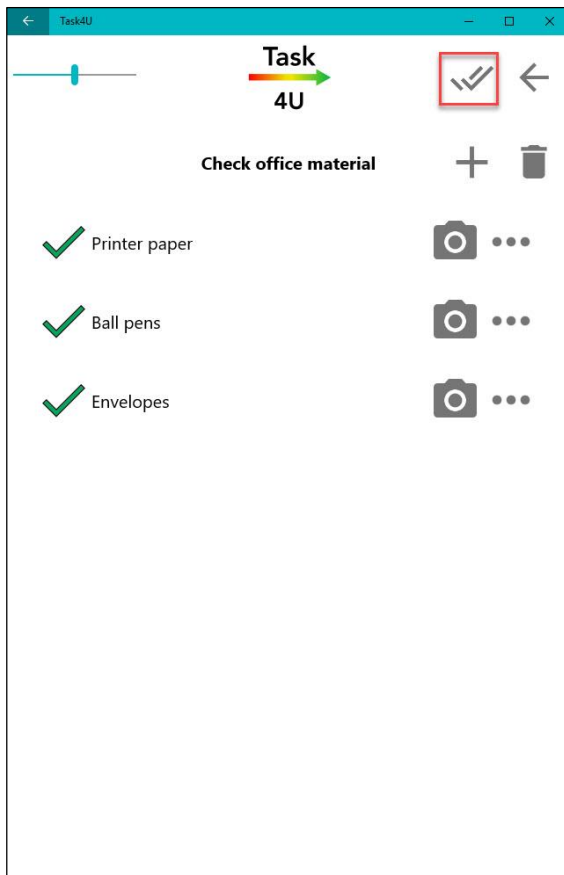
## Task4U - Create checklists

With "+" individual checklists can be created.

After a while, you will get here a personal tasks library where you can select the tasks for new future checklists.

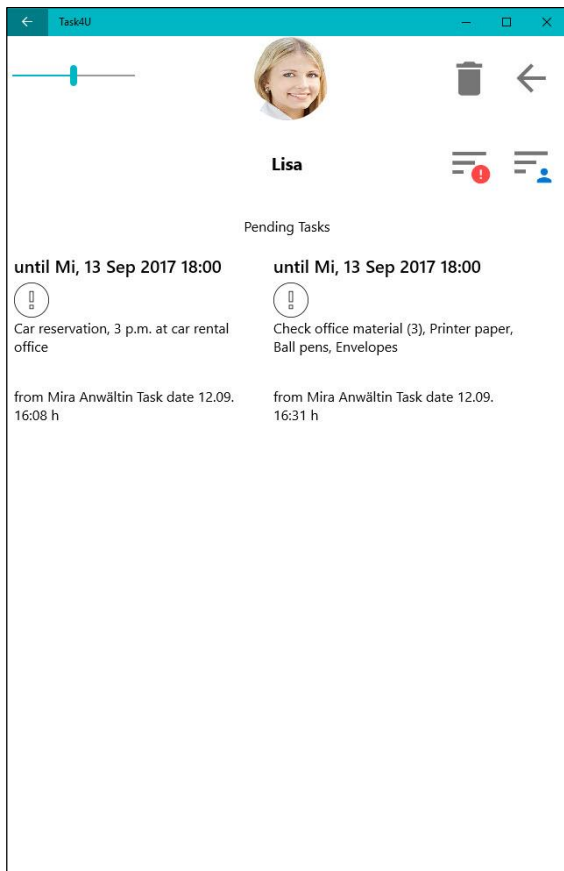
You can change the priority of the tasks by vertically moving the items in the list.

The checklists are particularly suitable for structuring of tasks.



After checking the elements to be completed (using "double hook" button) all elements of the list will be selected and you return to the task overview with the "back" button (arrow at the right top corner). You can now send the task or the checklist or save it as a draft.

The individual elements can be added to the checklist with "+" or removed via the delete symbol.



### Task4U - Manage tasks

In the main menu in addition to the list with your Task4U contacts is an overview of all completed or open tasks.

You can chose to see the tasks in a list overview. Here you can also confirm each entry in the task list of your contact.

A task marked as "Completed" will automatically move to the list of all completed tasks. Here you can also delete unnecessary tasks.

If you have previously selected the option "all contacts" in the main menu (left side), you will see here all open and completed tasks of your Task4U contacts.